

Plan Checker

THE CITY

Located near the southern tip of the San Francisco Bay between Fremont and San Jose, the City of Milpitas is forty-five miles south of San Francisco. With a population of approximately 65,000, Milpitas is a progressive community that is an integral part of the high tech Silicon Valley. Milpitas features quality schools, conveniently located neighborhood parks and shopping centers, and a population rich in diversity.

THE DIVISION

The division includes four sections Building Inspection Services, Plan Checking Services, Building Administration, and Permit Center.

THE POSITION

The Plan Checker performs plan examination of residential, commercial and industrial plans to insure compliance with Building Codes, applicable laws, state regulations, city ordinances and nationally recognized standards; assists in permit processing and assists building inspection in resolving code related problems.

Examples of Duties - duties may include, but are not limited too, the following:

- Performs independent building and plan examinations concerning the construction or alteration of industrial, commercial and residential structures to determine compliance with applicable codes, laws, and regulations.
- Checks plans for conformance with non-structural items such as building and occupancy classification, exiting systems, state accessibility and energy conservation regulations, mechanical, plumbing and electrical code requirements.
- Answer questions and give instructions to architects, engineers, contractors and homeowners regarding building, plumbing, mechanical, electrical, and various other code requirements.
- Coordinate review of submittals with other City departments.

- Make field inspections and advise Building Inspectors when needed.
- Prepare and maintain a variety of statistical reports and correspondence related to plan review and permit matters.
- Stay informed regarding building codes, new building construction methods and materials.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university with major coursework in structural, mechanical or civil engineering, architecture, or a closely related field.

Experience: Two years of responsible plan check experience in a public agency OR three years of increasingly responsible experience in the design or inspection of buildings.

This position requires knowledge of:

- Building related codes enforceable by the City, specifically the California Building, Mechanical, Plumbing, and Electrical Codes and state amendments.
- Principals of building, plumbing, mechanical, and electrical design and plan review.
- Accepted safety standards and methods of building construction.

This position requires ability to:

- Apply knowledge and follow proper techniques when examining plans and specifications and detect deviations from regulations and standard practices.
- Read and interpret building plans, specifications and building codes.
- Establish and maintain effective professional working relationships with city staff, builders, design professionals, and the general public advising them on standards of construction methods and requirements.
- Communicate effectively, orally and in writing.
- Enforce necessary regulations with firmness, fairness and tact.
- Keep records and prepare oral and written reports.

LICENSE

- Possession of a Plans Examiner Certificate issued by the International Code Council within one year of employment.
- Must possess and maintain throughout employment a valid California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the following physical abilities and work environment: General office environment; sit and/or stand for long periods of time, repetitive keyboarding; reach, squat, lift, and carry up to 15 pounds; able to travel to various locations within and outside the City of Milpitas.

SELECTION PROCESS

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process, which may consist of screening applications, written exercises, and/or an oral board interview. Testing is tentatively scheduled for the week of August 14, 2006.

Candidates who successfully pass all phases of the selection process will be placed on an eligibility list. All candidates will be advised of their status once a finalist has been selected.

TO APPLY

Submit a completed City of Milpitas application, cover letter and a resume: detailing relevant education, training and experience to:

City of Milpitas
Human Resources Department
455 E. Calaveras Blvd.
Milpitas, CA 95035

An application and a complete job description are available on the City of Milpitas website:

www.ci.milpitas.ca.gov

(under Employment, Job Specs) or call Human Resources at (408) 586-3090.

The City reserves the right to close or re-open the recruitment at any time.

Incomplete and/or inaccurate application materials may result in disqualification from the examination process.

SALARY AND BENEFITS

Annual Salary	\$ 76,062 - \$ 92,454 (Employee pays 8% PERS contribution)
Retirement	CalPERS 2.7% at 55 plan, with single highest year.
Health Insurance	Multiple plans.
Dental	City paid.
Vision Insurance	City paid.
Life, LTD and STD	City paid \$50,000 life insurance. Long and short-term disability coverage.
Sick Leave	12 days per year.
Vacation	11 days per year to a maximum of 31 days per year.
Holidays	13 days per year.
Deferred Compensation (457 Plan)	\$900 per year, City paid.
Flexible Spending	Pre-tax health care and dependent day care expense accounts

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

**City of Milpitas
455 E. Calaveras Blvd.
Milpitas, CA 95035**

**The City of Milpitas
California**



**Announces a
job opening for**

PLAN CHECKER

**Annual Salary:
\$ 76,062 - \$ 92,454
(Employee pays 8% PERS contribution)**

**Final Filing Date:
Monday, July 31, 2006**